

Arizona Parents Commission on Drug Education and Prevention Grant

Request for Grant Application (RFGA)

PC-DSG-12-2182-00

<u>DEADLINE</u>	<p>Applications shall be submitted on or before 3:00 p.m. on April 25, 2011 at Governor's Office for Children, Youth, and Families, 1700 W. Washington, Suite 101, Phoenix, AZ 85007. <u>TELEFAXED, ELECTRONIC OR LATE APPLICATIONS WILL NOT BE ACCEPTED.</u> Please mail or deliver one (1) original document marked "ORIGINAL" and eight (8) copies.</p> <p>Applicants are cautioned not to rely on next day U.S. Postal mail services. Mail sent to the Governor's Office for Children, Youth and Families is filtered through the Arizona Department of Administration. The Governor's Office is not responsible for packages delivered to locations other than Suite 101. All applications will be date stamped using the time clock in Suite 101 only.</p>
<u>SPECIAL ACCOMMODATIONS</u>	<p>Persons with a disability may request reasonable accommodation such as a language interpreter by contacting Sarah Bean, email: sbean@az.gov or via Fax (602) 542-3520. Requests should be made as early as possible to allow time to arrange the accommodation.</p>
<u>PRE-APPLICATION CONFERENCE</u>	<p>Prospective applicants are encouraged to attend a conference on March 30, 2011 at 10:00 a.m. at the State Capitol, Executive Tower, Grand Canyon Room, 1700 W. Washington, Phoenix, AZ. The purpose of the meeting is to discuss and clarify this Request for Grant Application.</p>
<u>PROCUREMENT GUIDELINES</u>	<p>In accordance with A.R.S. §41-2701, competitive sealed grant applications for the services specified within this document will be received by the Governor's Office for Children, Youth and Families at the above specified location until the time and date cited. Grant applications received by the correct time and date will be opened and the name of each applicant will be publicly read.</p> <p>Grant applications must be in the actual possession of the Governor's Office for Children, Youth and Families on or prior to the exact time and date indicated above. TELEFAXED, ELECTRONIC OR LATE GRANT APPLICATIONS WILL NOT BE CONSIDERED.</p> <p><u>Grant applications must be submitted in a sealed envelope with the Grant Application Number and the applicant's name and address clearly indicated on the envelope.</u></p>

	<p>All applications must be typewritten and a complete Grant Application returned along with the offer by the time and date cited above. Additional instructions for preparing a grant application are included within this document.</p> <p>Applicants are strongly encouraged to carefully read the entire Request for Grant Application document.</p>
<u>CONTRACT INFORMATION</u>	<p>GRANT TITLE: Arizona Parents Commission on Drug Education and Prevention Grant</p> <p>CONTRACT TYPE: Cost Reimbursement Sub-Grant</p> <p>CONTRACT TERM: The term of the contract shall commence on July 1, 2011 and shall remain in effect until June 30, 2012 unless terminated, canceled or extended as otherwise provided herein.</p>
<u>ELIGIBILITY</u>	<p>This particular RFGA will ONLY fund efforts to enhance and/or expand existing programs, and will NOT fund the establishment of new programs. Current recipients of the Parents Commission Grant are NOT eligible to apply.</p>
<u>CONTACT INFORMATION</u>	<p>Sarah Bean Procurement Manager Governor's Office for Children, Youth and Families Fax: (602) 542-3520 Email: sbean@az.gov</p>
<u>MANDATORY SUBGRANTEE ORIENTATION</u>	<p>Each successful applicant who is awarded will be required to attend a MANDATORY Subgrantee Orientation. The time and location for this meeting will be detailed in an award letter. A fiscal representative AND a program representative will be REQUIRED to attend.</p>
<u>SPECIAL NOTE</u>	<p>All information submitted by the applicant is subject to disclosure and inspection by the public. If an applicant deems all, or part of their application to be proprietary, a written justification must be submitted to support non-disclosure.</p>
<u>NON-RESPONSIVE APPLICATIONS</u>	<p>Applications missing exhibits, solicitation amendments, financial documents, and any stated requirements presented in this RFGA shall be deemed non-responsive. Non-responsive applications are not susceptible for award and shall not be evaluated.</p>
<u>AMENDMENTS</u>	<p>It is the sole responsibility of applicants to check the Governor's website for any changes to this RFGA, http://gocyf.az.gov/Grants.asp</p>



Janice K. Brewer
Governor

State of Arizona
Governor's Office for Children, Youth and Families

Cassandra A. Larsen
Director

OFFER AND ACCEPTANCE FORM (SPO FORM 203)

TO THE GOVERNOR'S OFFICE FOR CHILDREN, YOUTH AND FAMILIES:

The Undersigned hereby agrees, if awarded a grant, to all terms, conditions, requirements and amendments in this solicitation document and any written exceptions, as accepted by the Governor's Office for Children, Youth and Families, in the application.

Arizona Transaction (Sales) Privilege Tax License No.:

Name of Point of Contact Concerning this Application:

Name: _____

Federal Employer Identification No.:

Phone: _____ Fax: _____

E-Mail: _____

Name of Applicant

Signature of Person Authorized to Sign Offer

Address

Printed Name

City

State

Zip

Title

CERTIFICATION

By signature in the Offer section above, the Applicant certifies:

1. The submission of the application did not involve collusion or other anti-competitive practices.
2. The applicant shall not discriminate against any employee or applicant for employment in violation of Federal Executive Order 11246, State Executive Order 99-4 or A.R.S. §§ 41-1461 through 1465.
3. The applicant has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer. Failure to provide a valid signature affirming the stipulations required by this clause shall result in rejection of the offer. Signing the offer with a false statement shall void the offer, any resulting contract and may be subject to legal remedies provided by law.
4. In accordance with A.R.S. §35-391 and A.R.S. §35-393, the applicant hereby certifies that the applicant does not have scrutinized business operations in Sudan or Iran.

ACCEPTANCE OF APPLICATION

The Application is hereby accepted.

The Applicant is now bound to perform as stated in the attached grant application, and based upon the RFGA solicitation document, including all terms, conditions, requirements, amendments, etc., and the Applicant's grant application as accepted by the State.

This grant shall henceforth be referred to as Grant No. _____.

The Applicant has been cautioned not to commence any billable work or to provide any material or service under this contract until Applicant receives a purchase order, contact release document or written notice to proceed.

State of Arizona

Awarded this _____ day of _____ 20____

Sarah Bean, Procurement Manager

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What is Governor's Office for Children, Youth & Families?

The Governor's Office for Children, Youth & Families (GOCYF) provides resources, promotes citizen engagement and leads innovative projects to strengthen and empower families and communities. To achieve the Governor's vision for healthy communities, the office is organized into several areas: Children, Community and Youth Development, Substance Abuse Policy and Women. Experienced and knowledgeable professionals with expertise in their particular areas staff each area and act as resources to our funded partners.

GOCYF acts as a catalyst for overall systems changes. Our commissions advise and monitor policy initiatives and grant programs. GOCYF convenes numerous commissions, councils and task forces which include: the Arizona Parents Commission on Drug Education and Prevention, the Arizona Substance Abuse Partnership, the Arizona Juvenile Justice Commission, the Governor's Commission to Prevent Violence Against Women, the Governor's Commission on Service and Volunteerism and the Governor's Youth Commission. To achieve its goal of community participation and inclusiveness, the commissions and councils are composed of diverse people representing a variety of geographic areas, ethnicities, interests, and professions.

What is the The Arizona Parents Commission on Drug Education and Prevention Grant Program?

The Arizona Parents Commission on Drug Education and Prevention, also known as the Parents Commission, was created by voter initiative in 1996. The Parents Commission's mandate is to increase and enhance parental involvement, and increase education about the serious risks and public health problems caused by the abuse of alcohol and controlled substances.

Its nine commissioners are appointed by the Governor and consist of five parents of children currently enrolled in Arizona schools and one representative each from the education, probation, treatment and prevention, and law enforcement professions.

In making such grants and contracts, the Governor's Office for Children, Youth and Families shall only fund programs that increase and/or enhance parental involvement and have a focus in one or more of the following areas:

- Prescription Drug Abuse Prevention
 - Underage Drinking Prevention
 - Marijuana/Synthetic Marijuana Abuse Prevention
 - Methamphetamine Abuse Prevention
 - Parent Education Program (must include a substance abuse prevention component)
- **Note: This particular RFGA will ONLY fund efforts to enhance and/or expand existing programs, and will NOT fund the establishment of new programs. Current recipients of the Parents Commission Grant are NOT eligible to apply.**

What is the Funding Source for this Grant?

The Arizona Parents Commission on Drug Education and Prevention receives fifty percent of the monies deposited in the Drug Treatment and Education Fund to provide funding for programs that

will increase and enhance parental involvement and will increase education about the serious risks and public health problems caused by the abuse of alcohol and controlled substances. The Drug Treatment and Education Fund, established by A.R.S. §13-901.02, receives seven percent of tax revenue collected on spirituous liquors and eighteen percent of tax revenue collected on vinous and malt liquor.

Who is Eligible to Apply for this Funding Opportunity?

- Arizona School Districts and Institutions of Higher Education
- Arizona Non-profit 501(c) 3 organizations
- Local, county or state government entities in Arizona
- Arizona Tribal Nations and communities
- Any partnership of the above listed organizations (an Arizona fiscal agent must be designated)

Who is NOT Eligible to Apply for this Funding Opportunity?

- Current recipients of the Parents Commission Grant*
- Organizations that do not meet the requirements outlined in this Request for Grant Application

*Parents Commission Grant recipients do not include organizations that have received funding from the Parents Commission through the sponsorship application process in amounts of \$5,000 or less.

What is the Total Amount of Available Funds?

This is a twelve (12) month contract that may be renewable for one (1) additional one-year period, **contingent upon the availability of funds.** Consideration for renewal will also be based on results of program and fiscal monitoring and a program sustainability plan. It is anticipated that total funds available will be approximately \$500,000 for the first funding term. The number of awards will depend on the number and quality of applications received. It is anticipated that qualifying applicants will be awarded between \$50,000 and \$100,000 for the first term.

The funds awarded under this RFGA are State funds. Subgrantees are encouraged to use the applicable code of federal regulations and OMB Circulars for guidance. However, the State of Arizona Accounting manual will be used as the ultimate authority for determining allowable costs, which may be referenced at <http://www.gao.az.gov/publications/SAAM/default.asp>.

What Will This Request for Grant Application Fund?

The Arizona Parents Commission on Drug Education and Prevention Grant Program will fund programs that increase and/or enhance parental involvement, and increase education about the serious risks and public health problems caused by the abuse of alcohol, tobacco, and other drugs.

As a required component of the program, the proposed program **MUST** increase and/or enhance parental involvement and have a focus in one or more of the following areas:

- Prescription Drug Abuse Prevention
- Underage Drinking Prevention
- Marijuana/Synthetic Marijuana Abuse Prevention
- Methamphetamine Abuse Prevention
- Parent Education Program (must include a substance abuse prevention component)

This grant program will ONLY fund efforts to enhance and/or expand existing programs, and will NOT fund the establishment of new programs. For purposes of this RFGA, the following defines program enhancement and program expansion:

Program Enhancement – An increase or improvement in the value and/or quality of an existing program that already receives Federal, State, local, and/or private funding to support program implementation.

Program Expansion – An increase in extent, number, volume, or scope of an existing program that already receives Federal, State, Local, and/or private funding to support program implementation.

Programs will be considered in the following categories*:

- | | |
|--------------------------|--------------------------------|
| • Rural | 40% of total funding available |
| • Tribal | 40% of total funding available |
| • Urban/County/Statewide | 20% of total funding available |

*The allocation may be changed among the three categories. The final distribution will be based upon the number and quality of applications received as determined by the Governor's Office for Children, Youth and Families. Applicants may not apply under more than one category. Each organization applying for the Parents Commission Grant can only submit one application.

Rural – Rural is defined as a target area with a population of 75,000 or fewer.

Tribal – Eligible applicants include Federally recognized Indian Tribes; consortia of Indian Tribes; incorporated non-Federally recognized Tribes; incorporated non-profit multi-purpose community-based Indian organizations; urban Indian centers; National or regional incorporated non-profit Native American organizations with Native American community-specific objectives.

Urban/County/Statewide – Urban is defined as a target area with a population of more than 75,000. County is defined as a target area of a consortium of municipalities and/or a county-wide target area with a population of more than 75,000. Statewide is defined as a target area with a population of more than 75,000 in more than one county.

How Do I Apply?

Applicants will be required to submit the documents and exhibits/attachments being requested as outlined in this RFGA. To prepare your application, read this document and its exhibits/attachments. Follow the instructions and guidelines found in each of the document sections. Prepare a budget and budget narrative. **Refer to the Checklist on pages 32-33 to verify inclusion of all required documentation and the proper format.**

The Governor's Office for Children, Youth and Families shall be responsible for the overall management of the Arizona Parents Commission on Drug Education and Prevention Grant. The Governor's Office for Children, Youth and Families is responsible for all activities related to submission, review of applications, awarding of contracts, and all subsequent program monitoring.

Applicant Contacts

The Governor's Office for Children, Youth and Families will address questions regarding this Request for Grant Application, including technical specifications and the application process. For questions, please contact the Procurement Manager:

Sarah Bean
Procurement Manager
sbean@az.gov
fax: (602) 542-3520

Applicants may not contact the employees of the Governor's Office for Children, Youth and Families or members of the Arizona Parents Commission on Drug Education and Prevention regarding this procurement activity while the formal solicitation process is underway.

Please follow these instructions in preparing your grant application

1. Read and familiarize yourself with all sections of this Request for Grant Application (RFGA) document.
2. Attend the Pre-Application Conference on March 30, 2011 at 10:00 am, at the State Capitol, Executive Tower, Grand Canyon Room, 1700 W. Washington, Phoenix, Arizona 85007. The Pre-Application Conference will clarify the contents of the RFGA in order to prevent any misunderstanding of the Governor's Office for Children, Youth and Families position. Any doubt as to the requirements of the RFGA or any apparent omission or discrepancy should be presented to the Governor's Office for Children, Youth and Families at the Conference. The Governor's Office for Children, Youth and Families will take all questions and concerns under consideration. Any material changes to the RFGA will be issued in a written amendment. Oral statements or instructions shall not constitute an amendment to the RFGA. Written amendments are posted to the Governor's website, <http://gocyf.az.gov/Grants.asp>. **It is the sole responsibility of the prospective applicant to view the website for updated information.** Applicants **MAY NOT CONTACT** any employee of the Governor's Office for Children, Youth and Families or members of the Arizona Parents Commission on Drug Education and Prevention concerning this solicitation while the formal solicitation process is underway. **Attendance at the Pre-Application Conference is encouraged, but not mandatory.**
3. **Submit one (1) original document marked "ORIGINAL" and eight (8) additional copies of your application.** The original copy of your application should be clearly marked "ORIGINAL". When submitting your application, ensure your organization name and the Request for Grant Application Number PC-DSG-12-2182-00 is **CLEARLY** marked on the outside of the **SEALED** envelope/package. The Governor's Office for Children, Youth and Families will not provide any reimbursement for the cost of developing or presenting applications in response to this RFGA.

4. Grant Applications must be received by the Governor's Office for Children, Youth and Families, 1700 W. Washington, Suite 101, Phoenix, Arizona, 85007 **no later than 3:00 PM, April 25, 2011. TELEFAXED, ELECTRONIC OR LATE APPLICATIONS SHALL NOT BE ACCEPTED. Applicants are cautioned not to rely on next day mail services.** Mail sent to the Governor's Office for Children, Youth and Families is filtered through the Arizona Department of Administration. The Governor's Office is not responsible for packages delivered to locations other than Suite 101. All applications will be date stamped using the time clock in Suite 101 only.
5. Additional materials such as promotional brochures or examples of other programs should be submitted only if they directly relate to the information requested in the application.
6. Applications shall be opened publicly at the time and place designated on the cover page of this document. The name of each applicant shall be read publicly and recorded.
7. Applications shall be irrevocable for 150 days after the RFGA due date and time.
8. In the event that the applications received exceed the budget limitations, the Governor's Office for Children, Youth and Families reserves the option to request a reduction in the scope of the applicant's proposed program. If such an option is exercised by the Governor's Office for Children, Youth and Families, funds shall be awarded according to priority scores. Revised budget documents will be required. The Governor's Office for Children, Youth and Families reserves the right to award contracts for less than the proposed budget amount. The Governor's Office for Children, Youth and Families also reserves the right to increase budget amounts if funds become available for additional distribution.
9. Keep a copy of this solicitation and your grant application. If awarded, the Subgrantee shall be bound to the services listed by the grant application and based upon the solicitation, including all terms, conditions, specifications, amendments, etc.

HOW WILL THE APPLICATIONS BE EVALUATED?

A review committee will evaluate applications and select those applications deemed susceptible for an award, based upon the following criteria.

Evaluation Criteria

Needs/Resources	125 points
Goals and Performance Measures	150 points
Strategies/Approaches and Implementation Plan	250 points
Evaluation	150 points
Organizational Capacity	150 points
Resources and Budget	100 points
Sustainability	75 points

Note 1: Applications must meet a threshold score of 650 points to be considered for funding.

Those applicants not selected for funding will be notified in writing; however, pursuant to A.R.S. §41-2702 (E), all applications shall not be open for public inspection until after grants are awarded. A.R.S. §41-2702 (G) also states the evaluator assessments shall be made available for public inspection no later than thirty (30) days after a formal award is made.

TECHNICAL REQUIREMENTS

Applications will be reviewed initially for compliance with technical requirements. Refer to the checklist for the entire list of requirements.

APPLICATIONS MISSING EXHIBITS, SOLICITATION AMENDMENTS, FINANCIAL DOCUMENTS AND ANY STATED REQUIREMENTS PRESENTED THROUGHOUT THIS RFGA SHALL BE DEEMED NON-RESPONSIVE. NON-RESPONSIVE APPLICATIONS ARE NOT SUSCEPTIBLE FOR AWARD AND SHALL NOT BE EVALUATED.

- ❑ Responses should be typed, single-spaced with one-inch margins or wider using a 12-point font.
- ❑ Applications are NOT to be bound in spiral binders or in 3-ring notebooks. Please submit your applications either stapled in the upper left-hand corner or use a binder clip.
- ❑ Applications should be single sided, NOT duplexed.
- ❑ Number all pages and include a table of contents that follows the checklist presented on pages 32-33. The table of contents shall reference page numbers. Page numbers may be labeled or handwritten on forms not contained in the exhibit section (e.g. IRS 501(c)(3) tax exempt letter, solicitation amendments, etc.)
- ❑ **Enclose one (1) original document marked “ORIGINAL” and eight (8) additional copies.**
- ❑ A signed Offer and Acceptance (SPO Form 203) document must be submitted. **THIS DOCUMENT MUST HAVE AN ORIGINAL SIGNATURE.**
- ❑ Any amendments, if applicable, must be submitted **SIGNED** as part of the application.
- ❑ All exhibits and application requirements must be completed as instructed.
- ❑ The organization name and the Request for Grant Application Number **PC-DSG-12-2182-00** must be **CLEARLY** marked on the outside of the **SEALED** envelope/package.

APPLICATION REQUIREMENTS

1. Executive Summary (one (1) page maximum)

Provide a one-page narrative overview of the program that includes a brief summary of the current program and the need for expansion and/or enhancement. Provide the following:

- A. State the name of the current program, target population, strategy/approach, and outcomes.
- B. Present the need for expansion and/or enhancement. Provide the target population, goals, and strategy/approach of the expansion and/or enhancement.
- C. **Clearly indicate whether the organization is in the rural, tribal or urban/county/statewide category. Select the category that is most appropriate for your program. Each organization applying to the Arizona Parents Commission on Drug Education and Prevention Grant Program can apply for ONLY ONE category.**

- D. **Indicate the focus area(s) of the program** (Prescription Drug Abuse Prevention, Underage Drinking Prevention, Marijuana/Synthetic Marijuana Abuse Prevention, Methamphetamine Abuse Prevention, and/or Parent Education Program).

2. **Needs/Resources** (three (3) pages maximum, not including attachments)

Provide a narrative response to each of the following:

- A. State the problem or issue addressed by the current program and provide supporting data. Explain the need for an expansion and/or enhancement to the current program.
- B. Based on the stated problem, what group(s) of people or communities does the current program target and what group(s) will the proposed expansion or enhancement be targeting, i.e. (your target population, include demographic information).
- C. Identify no more than three (3) risk factors, and identify no more than three (3) protective factors that are most relevant to the stated problem and the target population.
- D. Identify the sources of the data and how that data relates to and validates the identified risk factor(s), protective factor(s), and problem(s) in the community.
- E. Identify the other individual groups (collaborators) that are involved in the implementation of the proposed program expansion and/or enhancement.
- F. What resources (federal, state, local) in your community and/or within your organization are currently being directed toward the stated problem? How does this proposed program expansion or enhancement support those efforts?

3. **Goals and Performance Measures** (Exhibit H only, no narrative)

State the goal(s) that will address the identified problem/need in Exhibit H. Identify performance measures that demonstrate the program's progress towards its goal(s) in Exhibit H. Performance measures are intended to be a useful tool for program managers to define and communicate the need their program will address and the impact the program will have. The measures provide indicators as to whether the program is having the intended effect. *Outputs* are products of a program's activities. Outputs are expected to lead to desired outcomes, but by themselves do not tell anything about the outcomes. *Outcomes* are changes resulting from outputs.

Exhibit H must be completed and will be evaluated as part of the score for this section.

Each successful applicant who receives an award will be required to report out on the following performance measures:

- number of individuals directly served
- number of individuals indirectly impacted
- number of public education and awareness events

In addition to the performance measures listed above, each successful applicant who receives an award will be required to report a *minimum* of two (2) output measures and two (2) outcome measures specific to their program.

Refer to the table below for a listing of sample output and outcome performance measures. This listing of sample performance measures is intended to provide ideas for the selection of output and outcome performance measures. Applicants are not restricted to selection of performance measures based on this non-exhaustive list. **The selected performance measures must demonstrate results of the expansion and/or enhancement, not the entire program.**

Sample List of OUTPUT Measures

Below is a sample list of OUTPUT performance measures. Applicants should select additional output performance measures that will be the most accurate indicators of the proposed program's success and effectiveness.

OUTPUT Measure	Definition
Number of families served	The number of families served during the reporting period. Include all families who received at least one program service and met the program's minimum criteria for participation.
Number of service hours completed	The number of hours of service completed by program families during the reporting period. Service is any explicit activity (such as program contact, counseling sessions, course curriculum, community service, etc.) delivered by program staff or other professionals dedicated to completing the program requirements. Program records are the preferred data source.
Number of program materials developed	The number of program materials that were developed during the reporting period. Include only substantive materials such as program overviews, client workbooks, lists of local service providers. Do not include program advertisements or administrative forms such as sign-in sheets or client tracking forms. Count the number of pieces developed. Program records are the preferred data source.
Number of hours of program staff training provided	The number of training hours provided to staff during the reporting period. Training includes in-house and external trainings.
Number of planning activities conducted	The number of planning activities undertaken during the reporting period. Planning activities include meetings held, needs assessments undertaken, etc.
Number of program/agency policies or procedures created, amended, or rescinded	The number of program/agency policies or procedures created, amended, or rescinded during the reporting period. A policy is a plan or specific course of action that guides the general goals and directives of the program or agency. Include policies that are relevant to the topic area of the program or policies that affect operations.
Number of MOUs developed	The number of Memoranda of Understanding or interagency agreements developed during the reporting period of the program. Include all formal partnership or coordination agreements.
Number and percent of program staff trained	The number and percent of program staff who are trained during reporting period. Program staff includes full and part-time employees and/or volunteers. The number is the raw number of program staff to receive any formal training relevant to the program or their position as program staff. Include any training from any source or medium received during the reporting period as long as receipt can be verified. Training does not have to have been completed during the reporting period. To get the percent divide the raw number by the total number of program staff.

Sample List of OUTCOME Measures

Below is a sample list of OUTCOME performance measures. Applicants should select outcome performance measures that will be the most accurate indicators of the proposed program's success and effectiveness.

OUTCOME Measure	Definition
Number and percent of parents exhibiting desired change in family functioning	The number of parents who have exhibited a desired change in family functioning. Self-report or staff ratings are the preferred data sources.
Number and percent of youth exhibiting desired change in substance use	The number of youth who have exhibited a desired change in substance use. Self-report or staff ratings are the preferred data sources.
Number and percent of youth exhibiting desired change in social competence	The number and percent of youth who have exhibited a desired change in social competence. Social competence is defined as the ability to achieve personal goals in social interaction while maintaining positive relationships with others over time and across situations. Self-report or staff ratings are the preferred data sources.
Number and percent of youth exhibiting desired change in school attendance	The number and percent of youth who have exhibited a desired change in school attendance. Official records are the preferred data source.
Number and percent of youth exhibiting desired change in school performance	The number and percent of youth who have exhibited a desired change in school performance. Official records are the preferred data source.
Number and percent of parents exhibiting desired change in parenting skills	The number and percent of parents who have exhibited a desired change in parenting skills during the reporting period. Self-report or staff ratings are the most likely data sources.
Number and percent of parents satisfied with program	The number and percent of parents satisfied with the program in areas such as staff relations and expertise, general program operations, materials, facilities, and service. Self-report data collected using program evaluation or assessment forms are the expected data source.
Number and percent of program staff with increased knowledge of program area	The number and percent of program staff who gained a greater knowledge of the program area through trainings or other formal learning opportunities. Appropriate for any program whose staff received program-related training. Training does not need to have been given by the program. Self-report data collected using training evaluation or assessment forms are the expected data source.

4. **Strategies/Approaches and Implementation Plan** (four (4) pages maximum, not including exhibits and attachments)

This element identifies and describes the strategies/approaches chosen and the steps that must be taken to implement the expansion and/or enhancement. It should be detailed and include all the elements that will be required to operationalize the strategies for the duration of the grant. Use of research based programs or strategies is encouraged. The approaches can be total programs or curricula that have already been proven effective in addressing the identified problem/needs or they can be programs developed by the applicant that utilize research-based strategies.

Exhibit I must be completed and will be evaluated as part of the score for this section.

Provide a narrative response to each of the following:

- A. Describe the strategies/approaches or proven effective program of the current program and of the expansion and/or enhancement. It must be clear how the strategies/approaches fit with the identified problem and will be used to meet the goals.
- B. If adapting a best practice or proven effective program, explain what the adaptations are, why they are necessary and what effect this will have on outcomes.
- C. Explain how the selected strategies/approaches or proven effective program applies to the target population and explain how the selected strategies/approaches or proven effective programs are culturally competent, age appropriate and gender responsive.
- D. If incentives are utilized, explain what value is added to the program as a result of this expense. What is the definitive public purpose for use of the incentives? State whether or not the use of incentives would be necessary to accomplish the program objectives. State whether or not a similar level of success might be achieved without this expense. Provide justification on how the benefit outweighs the costs. Discuss any history or data that proves the effectiveness of using incentives.

Implementation

- A. Identify what will determine program completion, (e.g. youth must complete five of the six workshops).
- B. Describe the plan for recruiting and retaining participants/clients.
- C. Describe any anticipated barriers to participation and/or completion and your plans to overcome those barriers.
- D. Describe any training that will be needed for existing and/or new staff. How and when will this training be delivered?

5. **Evaluation** (two (2) pages maximum)

This section addresses how the program is working and what can be done to make the program more effective. Evaluation should be directly connected to the performance measures in Exhibit

H. The process evaluation should measure program fidelity by assessing the quality, strengths and weaknesses of the implementation. The outcome evaluation should determine the extent the program has accomplished the stated goals. **NOTE:** Subgrantees will be expected to maintain timely data and may receive requests to demonstrate the impact of the program between formal reporting periods.

Provide a narrative response to the each of the following:

- A. Indicate if evaluation will be completed by the organization's staff or by a contractor.

Process Evaluation

- A. Describe the plan for evaluating the implementation process.
- B. What data will be used?
- C. How will this data be analyzed?

Outcome Evaluation

The outcome evaluation design/methodology must include valid, reliable assessment tools and include pre and post measurements.

- A. Describe the plan for evaluating the implementation process.
- B. What data will be used?
- C. How will this data be analyzed and distributed?
- D. If using satisfaction surveys and/or pre/post-tests, what strategies will be put into place to ensure surveys and/or pre/post-tests are completed and returned?

Sustainability

- A. Describe how both process and outcome evaluation results will be utilized to ensure sustainability of the program.

6. Organizational Capacity (one (1) page maximum, not including attachments)

The following exhibits must be completed and are evaluated as part of the score for this section: **E, F, and G.**

Provide a narrative response to the each of the following:

- A. Describe your organization's capacity to implement and administer the proposed program. Provide examples of experience in implementing and administering related programs and the outcomes of those programs. **NOTE: Past performance on any grants from the Governor's Office for Children, Youth and Families, other state agencies, or other grants in general shall be taken into consideration in the evaluation of your application.**

- B. Provide outcomes for the existing program that will be expanded and/or enhanced.
- C. What capacity building will be needed to implement strategies/approaches? This may include additional resources, establishing or strengthening relationships with collaborators, increasing staff - both programmatic and fiscal, adding data or financial systems, contracting with Subgrantees or providers, and necessary equipment.
- D. Include a brief description of how grants are fiscally administered in your organization.
- E. Describe the agency/organization's success in sustaining programs that were developed/implemented under other grant programs.

7. **Resources and Budget**

Funding shall be limited to those items specifically listed in the proposed budget and support the scope of work proposed. Total funding may not be modified following award of the contract. After award, requests for line item modifications that do not change the total program funding, **must be requested in writing**. If approval of the change is granted, written authorization from the Governor's Office for Children, Youth and Families will be provided.

Exhibits C and D must be completed and will be evaluated as part of the score for this section.

FINANCIAL ASSESSMENT

Attach the following financial documents to the end of your completed application:

If your organization is subject to the requirements of the A-133 Single Audit Act, then attach two copies of your organization's most recently completed A-133 Single Audit with the Management Letter, Findings and Questioned Costs to the completed application.

If your organization is not subject to A-133, submit two copies of the most recently completed audit of financial statements, with the Management Letter, Findings and Questioned Costs.

If your organization does not have a recently completed audit, attach the most recently prepared financial statements including a Balance Sheet, Income Statement, Statement of Cash Flows along with a description of the source of the documents.

Note: There is no match requirement for this program. Should you choose to include match in your proposed budget, those funds or in-kind services will be subject to monitoring by the Governor's Office for Children, Youth and Families.

8. **Sustainability** (two (2) pages maximum, not including attachments)

In recognition that sustaining prevention efforts is key to assuring a lasting impact, this section requires details on plans for incorporating sustainability into all primary aspects of prevention efforts. In addition to outlining a plan for sustainability, this particular section identifies methods for incorporating sustainability into strategic planning processes, along with the identification of mechanisms for developing and promoting sustainable programs.

Provide a narrative response to each of the following:

- A. Describe capacity building activities that will ensure that the program is sustained with fidelity.
- B. Describe any anticipated barrier(s) to sustainability and the plan to overcome the barrier(s).
- C. Describe your plan to continue the expansion and/or enhancement beyond the existence of this grant funding. The plan for sustainability should extend beyond simply seeking state, federal or local grant funding to replace the current grant funding. The plan should identify strategies and action steps needed to sustain activities that achieve performance indicators and promote positive changes.
 - i. Identify the diverse resource requirements needed to continue key activities after the life of the grant.
 - ii. Outline a plan to ensure that the impact of the program is sustainable beyond the presence of this grant funding. Identify strategies and action steps needed to sustain activities.
 - iii. Describe the mechanisms that are in place or will be developed to ensure the essential components of the program are sustained at the conclusion of the funding period.
 - iv. Identify who will monitor the implementation of the sustainability plan.
 - v. Incorporate sustainability objectives and associated tasks into the implementation plan (Exhibit I).

PROGRAM SPECIFIC REQUIREMENTS

The following restrictions and requirements shall apply to all applications:

- I. The Governor's Office for Children, Youth and Families shall be responsible for overall management of the Arizona Parents Commission on Drug Education and Prevention. You will be provided a contact name and number for staff responsible for management of this program. Program monitoring will be the responsibility of the Governor's Office for Children, Youth and Families and fiscal monitoring will be the responsibility of the Governor's Accounting Office.
- II. Keep a copy of this solicitation and your grant application. If awarded, the Subgrantee shall be bound to the services listed in the grant application and based upon the solicitation, including all terms, conditions, specifications, amendments, etc.
- III. No construction costs are permitted.
- IV. The Subgrantee shall submit quarterly progress narrative program reports. The reports shall be due and shall contain such information as deemed necessary by the Governor's

Office for Children, Youth and Families. Failure to submit timely reports may result in suspension of reimbursement.

- V. The Subgrantee shall notify the Governor's Office for Children, Youth and Families in writing, **thirty (30) calendar days in advance**, of any changes in the program that will directly affect service delivery under the terms of the contract. No changes shall be implemented without the prior written approval of a formal contract amendment issued by the Governor's Office for Children, Youth and Families.
- VI. The Subgrantee shall be paid on a cost-reimbursement basis. The Subgrantee shall not request reimbursement until the cost has resulted in an actual cash expenditure. The Subgrantee may request reimbursement on either a monthly or quarterly basis for those items submitted and approved in the budget inclusively. **Subgrantee shall submit a final reimbursement request no more than forty-five (45) days after the contract end for expenses obligated prior to the date of contract termination.** All expenses must be paid prior to the final reimbursement request. Requests for reimbursement received later than forty-five (45) days after the contract termination will not be paid. **If awarded a contract, your organization must have sufficient funds to meet obligations for up to sixty (60) days while awaiting reimbursements from the Governor's Office for Children, Youth and Families.**
- VII. Financial reimbursements must be sent to:
- Kristen Lannes
Governor's Accounting Office
1700 West Washington, Suite 314
Phoenix, Arizona 85007
- VIII. Programmatic reports and requests for program and budget changes must be sent to:
- Emily Winans, Parents Commission Program Administrator
Governor's Office for Children, Youth and Families
1700 West Washington, Suite 101
Phoenix, Arizona 85007
- IX. Notwithstanding any other payment provision of this contract, failure of the Subgrantee to submit required reports when due, or failure to perform or deliver required work, supplies, or services, will result in the withholding of payment under this contract unless such failure arises due to causes beyond the control and without the fault of negligence of the Subgrantee.
- X. An Applicant who takes exception to any portion of the solicitation must do so pursuant to the Uniform Instructions to Offeror. If the Applicant is taking exception to a section or sections of the Solicitation, the Applicant shall designate a section in the application entitled "Exceptions." Taking exception to the terms and conditions of the solicitation may result in an application receiving a lower evaluation score. Low evaluation scores may result in the application being determined not susceptible of award. Any exception to the terms and conditions should provide sufficient justification to detail the reason the exception is advantageous to the Governor's Office for Children, Youth, and Families and the State of Arizona.

TERMS AND CONDITIONS

- I. Term of Contract: The term of the contract shall commence July 1, 2011 and shall remain in effect until June 30, 2012 contingent upon availability of funds, unless terminated, canceled or extended as otherwise provided herein. This is a twelve month contract that may be renewable for one additional twelve month contract, contingent upon the availability of funds. Consideration for renewal will also be based on results of program and fiscal monitoring.
- II. Documents Incorporated by Reference: The State of Arizona's Uniform Instructions to Offerors (Rev 7.1) and Uniform Terms and Conditions (Rev 7) are incorporated into this Contract as if fully set forth herein. Applicants are encouraged to obtain these documents. Applicants may obtain copies by visiting the Arizona State Procurement Office website at [http://spo.az.gov/Administration & Policy/State Procurement Manual/Standard Forms and Documents/Uniform Terms and Conditions or Uniform Instructions to Offerors](http://spo.az.gov/Administration%20&%20Policy/State%20Procurement%20Manual/Standard%20Forms%20and%20Documents/Uniform%20Terms%20and%20Conditions%20or%20Uniform%20Instructions%20to%20Offerors).
- III. **Funding: Requested funding must be submitted in an all-inclusive basis. The Governor's Office for Children, Youth and Families will only reimburse costs included on the Subgrantee's approved budget.**
- IV. Contract Renewal: The contract shall not bind nor purport to bind the Governor's Office for Children, Youth and Families for any contractual commitment in excess of the original contract period or amount. The Governor's Office for Children, Youth and Families shall have the right, at its sole option, to renew the contract.
- V. Key Personnel: It is essential that the Subgrantee provide an adequate staff of experienced personnel, capable of and devoted to the successful accomplishment of work to be performed under this contract. The Subgrantee must assign specific individuals to the key programmatic and fiscal positions.
- VI. Multiple Awards: In order to ensure adequate coverage of the Governor's Office for Children, Youth and Families requirements, multiple awards may be made.
- VII. Records: At any time during the term of this contract, and at any time within five (5) years after the closing of the federal grant, the Subgrantee's or any subcontractor's books and records shall be subject to an audit by the State or Federal Government, to the extent that the books and records relate to the performance of the contract or subcontract. All records shall be subject to inspection and audit by the State or Federal government at reasonable times. Upon request, the Subgrantee shall produce the original of any or all such records. Copies shall be produced upon request.
- VIII. Single Audit: In compliance with the Federal Single Audit Act (31 U.S.C. par., 7501-7507), as amended by the Single Audit Act Amendments of 1996 (P.L. 104 to 156), grant sub-recipients, as prescribed by the President's Council on Integrity and Efficiency Position #6, organizations expending \$500,000 or more of Federal funds from all sources during the organization's fiscal year, must have an annual audit conducted in accordance with OMB Circular #A-133, "Audits of States, Local Governments and Non-profit Organizations."

- If your organization is subject to the requirements of the A-133 Single Audit Act, then attach two copies your organization's most recently completed A-133 Single Audit with the Management Letter, Findings and Questioned Costs to the completed application.
- If your organization is not subject to A-133, submit two copies of the most recently completed audit of financial statements, with the Management Letter, Findings and Questioned Costs.
- If your organization does not have a recently completed audit, attach the most recently prepared financial statements including a Balance Sheet, Income Statement, Statement of Cash Flows along with a description of the source of the documents.

- IX. Monitoring Requirements: Subgrantee acknowledges that requirements may change as governmental regulations change and assures that it will comply with applicable reporting and operational requirements related to the programmatic and financial performance of this grant.
- X. Audit Trails: Subgrantee shall maintain proper audit trails for all reports related to this contract. The Governor's Office for Children, Youth and Families reserves the right to review all program records, including fiscal and programmatic records.
- XI. Fund Management: The Subgrantee must maintain funds received under this contract in separate ledger accounts and cannot mix these funds with other sources. Subgrantee must manage funds according to applicable federal regulations for administrative requirements, cost principles and audits.

The Subgrantee must maintain adequate business systems to comply with State requirements. The business systems that must be maintained are:

- a. Financial Management
- b. Procurement
- c. Personnel
- d. Property
- e. Travel

A system is adequate if it is: 1) **written**; 2) **consistently followed** – it applies in all similar circumstances; and 3) **consistently applied** – it applies to all sources of funds. The Governor's Office for Children, Youth and Families reserves the right to review all business systems policies.

- XII. Non-Discrimination/Civil Rights: All parties to this agreement agree to comply with Title VII of the Civil Rights Act of 1964, as amended. All parties shall comply with federal regulations that prohibit discrimination in the employment or advancement in employment of qualified persons because of physical or mental handicap. All parties shall comply with all applicable federal regulations regarding equal employment opportunity and relevant orders issued by the U.S. Secretary of Labor. Subgrantee agrees to comply, and will require any subcontractor(s) to comply with any Federal nondiscrimination requirements, which may include: Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968 (42 U.S.C. §3789d); the Victims of Crime Act (42

U.S.C. §10604(e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. §5672(b)); the Civil Rights Act of 1964 (42 U.S.C. §2000d); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §794); Title II of the Americans with Disabilities Act of 1990 (42 U.S.C. §§12132); Title IX of the Education Amendments of 1972 (20 U.S.C. §1681); the Age Discrimination Act of 1975 (42 U.S.C. §6102); 28 C.F.R. pt. 35 (DOJ Regulations- Nondiscrimination on the Basis of Disability in State and Local Government Services); 28 C.F.R. pt. 42 (DOJ Regulations- Nondiscrimination; Equal Employment Opportunity; Policies and Procedures); Executive Order 13279 (equal protection of the laws for faith-based and community organizations); and 28 C.F.R. pt. 38 (DOJ Regulations- Equal Treatment for Faith-Based Organizations).

In accordance with A.R.S. §41-1461, Subgrantee shall provide equal employment opportunities for all persons, regardless of race, color, creed, religion, sex, age, national origin, disability or political affiliation. Subgrantee shall comply with the Americans with Disabilities Act.

- XIII. Compliance With Applicable Laws: All parties to this agreement shall comply with all applicable federal, state and local laws.
- XIV. Licenses: Subgrantee shall maintain in current status all federal, state, and local licenses and permits required for the operation of the business conducted by the Subgrantee.
- XV. Amendments: Any change in the contract, including changes to the scope of work and/or material budget changes described herein, whether by modification or supplementation, must be accomplished by a formal contract amendment signed and approved by and between the duly authorized representatives of the Subgrantee and the Governor's Office for Children, Youth and Families. The Governor's Office for Children, Youth and Families may approve or reject any amendment, when necessary. Any such amendment shall specify an effective date, any increases or decreases in the amount of the Subgrantee's compensation, if applicable, and entitled as an "Amendment" and signed by the parties identified in the preceding sentence. The Subgrantee expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communications by or from any person, shall be used or construed as an amendment or modification or supplementation to the contract.
- XVI. Availability of Funds for the Next Fiscal Year: In accordance with A.R.S. §35-154, every payment obligation of the State under the Contract is conditioned upon the availability of funds appropriated or allocated for payment of such obligation. If funds are not allocated and available for the continuance of this Contract, this Contract may be terminated by the State at the end of the period for which funds are available. No liability shall accrue to the State in the event this provision is exercised, and the State shall not be obligated or liable for any future payments or for any damages as a result of termination under this paragraph, including purchases and/or contracts entered into by the SUBGRANTEE in the execution of this Contract. The Governor's Office for Children, Youth and Families obligation for performance of this contract beyond this fiscal year is contingent upon the availability of funds from which payment for contract purposes can be made and based on program performance.

- XVII. Subcontractors: The Subgrantee agrees and understands that no subcontract which the Subgrantee enters into with respect to performance under this contract shall in any way relieve the Subgrantee of any responsibility for performance of its duties. **It is highly recommended by the Governor's Office for Children, Youth and Families that a Memorandum of Understanding or some other type of contract is in place between the Subgrantee and a Subcontractor for services to be performed, and in which a payment amount has been negotiated and approved, so as to avoid any misunderstanding between both parties.**
- XVIII. Paragraph Headings: The descriptive headings of this Contract are inserted for convenience only and shall not control or affect the meaning or construction of any of the provisions in this Contract.
- XIX. No Waiver: Either party's failure to insist on strict performance of any term or condition of the contract shall not be construed as a waiver or relinquishment for the further performance of such provision.
- XX. Force Majeure: If either party hereto is delayed or prevented from the performance of any act required in this Agreement by reason of acts of god, strikes, lockouts, labor disputes, civil disorder, or other causes without fault and beyond the control of the party obligated, performance of or payment for such act will be excused for the period of the delay.
- XXI. Offshore Performance of Work Prohibited: Any services that are described in the specifications or scope of work that directly serve the State of Arizona or its clients and involve access to secure or sensitive data or personal client data shall be performed within the defined territories of the United States. Unless specifically stated otherwise in the specifications, this paragraph does not apply to indirect or "overhead" services, redundant back-up services or services that are incidental to the performance of the contract. This provision applies to work performed by subcontractors at all tiers. Applicants shall declare all anticipated offshore services in the application.
- XXII. Arbitration: In accordance with A.R.S. §12-1518, the parties agree to resolve all disputes arising out of or relating to this Contract through arbitration, after exhausting applicable administrative review except as may be required by other applicable statutes.
- XXIII. Partial Invalidity: Any term or provision of this Agreement that is hereafter declared contrary to any current or future law, order, regulation or rule, or which is otherwise invalid, shall be deemed stricken from this Agreement without impairing the validity of the remainder of this Agreement.
- XXIV. Governing Law: This Agreement shall be governed and interpreted by the laws of the State of Arizona. The venue for any proceedings, actions, or suits arising from this Agreement shall be in Maricopa County, Arizona.
- XXV. Authority to Execute this Contract: Each individual executing this Contract on behalf of the Subgrantee represents and warrants that he or she is duly authorized to execute this Contract.

- XXVI. Entire Contract: This Contract and its Exhibits/Attachments constitute the entire Contract between the parties hereto pertaining to the subject matter hereof and may not be changed or added to except by a writing signed by all parties hereto in conformity with Terms and Conditions, Section Fourteen, Amendments of this Contract; provided, however, that the Governor's Office for Children, Youth and Families shall have the right to immediately amend this Contract so that it complies with any new legislation, laws, ordinances, or rules affecting this Contract. The Subgrantee agrees to execute any such amendment within ten (10) business days of its receipt. All prior and contemporaneous agreements, representations, and understandings of the parties, oral or written, pertaining to the subject matter hereof, are hereby superseded or merged herein.
- XXVII. Assignment and Delegation: Subgrantee may not assign any rights hereunder without the express, prior written consent of both parties.
- XXVIII. Indemnification: Subgrantee shall indemnify, defend, save and hold harmless the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees (hereinafter referred to as "Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Subgrantee or any of its owners, officers, directors, agents, employees or subcontractors. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of such Subgrantee to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnitee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by Subgrantee from and against any and all claims. It is agreed that Subgrantee will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. In consideration of the award of this contract, the Subgrantee agrees to waive all rights of subrogation against the State of Arizona, its officers, officials, agents and employees for losses arising from the work performed by the Subgrantee for the State of Arizona.
- XXIX. Public Agency Language Only: Each party (as "Indemnitor") agrees to indemnify, defend, and hold harmless the other party (as "Indemnitee") from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney's fees) (hereinafter collectively referred to as "Claims") arising out of bodily injury of any person (including death) or property damage, but only to the extent that such Claims which result in vicarious/derivative liability to the Indemnitee are caused by the act, omission, negligence, misconduct, or other fault of the Indemnitor, its officers, officials, agents, employees, or volunteers.

In addition, the other governmental entity shall cause its contractor(s) and subcontractors, if any, to indemnify, defend, save and hold harmless the State of Arizona, any jurisdiction or agency issuing any permits for any work arising out of this Agreement, and their respective directors, officers, officials, agents, and employees (hereinafter referred to as "Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and

costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of the other governmental entity's contractor or any of the directors, officers, agents, or employees or subcontractors of such contractor. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of such contractor to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnatee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnatee, be indemnified by such contractor from and against any and all claims. It is agreed that such contractor will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable.

- XXX. Insurance Requirements: The Subgrantee and subcontractors shall procure and maintain until all of their obligations have been discharged, including any warranty periods under this Contract, are satisfied, insurance against claims for injury to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Subgrantee, his agents, representatives, employees or subcontractors.

The insurance requirements herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. The State of Arizona in no way warrants that the minimum limits contained herein are sufficient to protect the Subgrantee from liabilities that might arise out of the performance of the work under this contract by the Subgrantee, its agents, representatives, employees or subcontractors, and Subgrantee is free to purchase additional insurance.

A. MINIMUM SCOPE AND LIMITS OF INSURANCE

Subgrantee shall provide coverage with limits of liability not less than those stated below. Within ten (10) business days following notification of award, certificates of insurance must be submitted to the Governor's Office for Children, Youth and Families, clearly stating the applicable contract number, effective date(s) of coverage, and limits of liability required pursuant to the contract.

1. Commercial General Liability – Occurrence Form

Policy shall include bodily injury, property damage, personal injury and broad form contractual liability coverage.

• General Aggregate	\$2,000,000
• Products – Completed Operations Aggregate	\$1,000,000
• Personal and Advertising Injury	\$1,000,000
• Blanket Contractual Liability – Written and Oral	\$1,000,000
• Fire Legal Liability	\$ 50,000
• Each Occurrence	\$1,000,000

- a. The policy shall be endorsed to include the following additional insured language: "The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and

employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Subgrantee".

- b. Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Subgrantee.

2. Business Automobile Liability

Bodily Injury and Property Damage for any owned, hired, and/or non-owned vehicles used in the performance of this Contract.

Combined Single Limit (CSL)	\$1,000,000
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- a. The policy shall be endorsed to include the following additional insured language: "The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Subgrantee, involving automobiles owned, leased, hired or borrowed by the Subgrantee".
- b. Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Subgrantee.

3. Worker's Compensation and Employers' Liability

Workers' Compensation

Employers' Liability

Each Accident	\$ 500,000
Disease – Each Employee	\$ 500,000
Disease – Policy Limit	\$1,000,000

- a. Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Subgrantee.
- b. This requirement shall not apply to: Separately, EACH Subgrantee or subcontractor exempt under A.R.S. §23-901, AND when such Subgrantee or subcontractor executes the appropriate waiver (Sole Proprietor/Independent Contractor) form.

4. Professional Liability (Errors and Omissions Liability)

Each Claim	\$1,000,000
Annual Aggregate	\$2,000,000

- a. In the event that the professional liability insurance required by this Contract is written on a claims-made basis, Subgrantee warrants that any retroactive date under the policy shall precede the effective date of this

Contract; and that either continuous coverage will be maintained or an extended discovery period will be exercised for a period of two (2) years beginning at the time work under this Contract is completed.

- b. The policy shall cover professional misconduct or lack of ordinary skill for those positions defined in the Scope of Work of this contract.

B. ADDITIONAL INSURANCE REQUIREMENTS

The policies shall include, or be endorsed to include, the following provisions:

1. The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees wherever additional insured status is required such additional insured shall be covered to the full limits of liability purchased by the Subgrantee, even if those limits of liability are in excess of those required by this Contract.
2. The Subgrantee's insurance coverage shall be primary insurance with respect to all other available sources.
3. Coverage provided by the Subgrantee shall not be limited to the liability assumed under the indemnification provisions of this Contract.

C. NOTICE OF CANCELLATION

With the exception of ten (10) day notice of cancellation for non-payment of premium, any changes material to compliance with this contract in the insurance policies above shall require thirty (30) days written notice. Each insurance policy required by the insurance provisions of this Contract shall provide the required coverage and shall not be suspended, voided, canceled, or reduced in coverage or in limits except after thirty (30) days prior written notice has been given to the State of Arizona. Such notice shall be sent directly to **(Governor's Office for Children, Youth & Families, Sarah Bean, Procurement Manager, 1700 West Washington, Suite 101, Phoenix, AZ 85007)** and shall be sent by certified mail, return receipt requested.

D. ACCEPTABILITY OF INSURERS

Insurance is to be placed with duly licensed or approved non-admitted insurers in the state of Arizona with an "A.M. Best" rating of not less than A- VII. The State of Arizona in no way warrants that the above-required minimum insurer rating is sufficient to protect the Subgrantee from potential insurer insolvency.

E. VERIFICATION OF COVERAGE

Subgrantee shall furnish the State of Arizona with certificates of insurance (ACORD form or equivalent approved by the State of Arizona) as required by this Contract. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

All certificates and endorsements are to be received and approved by the State of Arizona before work commences. Each insurance policy required by this Contract must be in effect at or prior to commencement of work under this Contract and remain in effect for the duration of the project. Failure to maintain the insurance policies as required by this Contract, or to provide evidence of renewal, is a material breach of contract.

All certificates required by this Contract shall be sent directly to **(Governor's Office for Children, Youth & Families, Sarah Bean, Procurement Manager, 1700 West Washington, Suite 101, Phoenix, AZ 85007)**. The Governor's Office for Children, Youth and Families project/contract number and project description shall be noted on the certificate of insurance. The State of Arizona reserves the right to require complete, certified copies of all insurance policies required by this Contract at any time. **DO NOT SEND CERTIFICATES OF INSURANCE TO THE STATE OF ARIZONA'S RISK MANAGEMENT SECTION.**

F. SUBCONTRACTORS

Subgrantees' certificate(s) shall include all subcontractors as insureds under its policies or Subgrantee shall furnish to the State of Arizona separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to the minimum requirements identified above.

G. APPROVAL

Any modification or variation from the insurance requirements in this Contract shall be made by the Department of Administration, Risk Management Section, whose decision shall be final. Such action will not require a formal Contract amendment, but may be made by administrative action.

H. EXCEPTIONS

In the event the Subgrantee or subcontractor(s) is/are a public entity, then the Insurance Requirements shall not apply. Such public entity shall provide a Certificate of Self-Insurance. If the Subgrantee or subcontractor(s) is/are a State of Arizona agency, board, commission, or university, none of the above shall apply.

- XXXI. Confidentiality of Records: Subgrantee shall establish and maintain procedures and controls that are acceptable to the Governor's Office for Children, Youth and Families for the purpose of assuring that no information contained in its records or obtained from others in carrying out its functions under the contract shall be used by or disclosed by it, its agents, officers, or employees, except as required to efficiently perform duties under the contract. Persons requesting such information shall be referred to the Governor's Office for Children, Youth and Families. The Subgrantee also agrees that any information pertaining to individual persons shall not be divulged other than to employees or officers of the Subgrantee as needed for the performance of duties under the contract, unless otherwise agreed to in writing by the State.
- XXXII. Confidential Information: If a person believes that any portion of a proposal, bid, offer, application, specification, protest or correspondence contains information that should be withheld, then the Procurement Manager for the Governor's Office for Children, Youth and Families shall be so advised in writing (price is not confidential and will not be withheld). Such material shall be identified as confidential wherever it appears. The State, pursuant to A.A.C. R2-7-103, shall review all requests for confidentiality and provide a written determination. If the confidential request is denied, such information shall be disclosed as public information, unless the person utilizes the "Protest" provision as noted in A.R.S. §41-2611 through §41-2616.

XXXIII. Cancellation: The Governor's Office for Children, Youth and Families reserves the right to cancel the whole or any part of the contract due to failure of the Subgrantee to carry out any term, promise, or condition of the contract. The Governor's Office for Children, Youth and Families will issue a written ten (10) day notice of default to the Subgrantee for acting or failing to act as in any of the following:

- The Subgrantee provides personnel that do not meet the requirements of the contract.
- The Subgrantee fails to perform adequately the services required in the contract.
- The Subgrantee attempts to impose on the Governor's Office for Children, Youth and Families, personnel that are of an unacceptable quality.
- The Subgrantee fails to furnish the required product within the time stipulated in the contract.
- The Subgrantee fails to make progress in the performance of the requirements of the contract and/or gives the Governor's Office for Children, Youth and Families a positive indication that the Subgrantee will not or cannot perform to the requirements of the contract.

If the Subgrantee does not correct the above problem(s) within ten (10) days after receiving the notice of default, The Governor's Office for Children, Youth and Families may cancel the contract. If the Governor's Office for Children, Youth and Families cancels the contract pursuant to this clause, the State reserves all rights or claims to damage for breach of contract.

XXXIV. Cancellation for Conflict of Interest: In accordance with A.R.S. §38-511, the Governor's Office for Children, Youth and Families may within three years after execution cancel the Contract, without penalty or further obligation, if any person significantly involved in initiating, negotiating, securing, drafting or creating the Contract on behalf of the State, at any time while the Contract is in effect, becomes an employee or agent or any other party to the Contract in any capacity or a consultant to any other party of the Contract with respect to the matter of the contract. Such cancellation shall be effective when the parties to the Contract receive written notice from the Governor's Office for Children, Youth and Families, unless the notice specifies a later time.

XXXV. Termination: The Procurement Manager for the Governor's Office for Children, Youth and Families reserves the right to terminate the contract at any time, for the convenience of the Governor's Office for Children, Youth and Families, without penalty or recourse, by giving written notice to the Subgrantee at least thirty (30) days prior to the effective date of such termination. In the event of termination pursuant to this paragraph, all documents, data, and reports prepared by the Subgrantee under the contract shall, at the option of the Governor's Office for Children, Youth and Families, become property of the State of Arizona. The Subgrantee shall be entitled to receive just and equitable compensation for that work completed prior to the effective date of termination.

XXXVI. Suspension or Debarment Status: If the firm, business or person submitting this bid or offer has been debarred, suspended or otherwise lawfully precluded from participating in any public procurement activity with any federal, state or local government, the applicant must include a letter with its application setting forth the name and address of the governmental unit, the effective date of the suspension or debarment, the duration of the suspension or debarment, and the relevant circumstances relating to the suspension or

debarment. Failure to supply the letter or to disclose in the letter all pertinent information regarding a suspension or debarment shall result in rejection of the bid or offer or cancellation of a contract. The Governor's Office for Children, Youth and Families also may exercise any other remedy available by law.

- XXXVII. Suspension or Debarment Certification: By signing the offer section of the Offer and Acceptance page, SPO Form 203, the bidder or offeror certifies that the firm, business or person submitting the bid or offer has not been debarred, suspended or otherwise lawfully precluded from participating in any public procurement activity with any federal, state or local government. Signing the offer section without disclosing all pertinent information about a debarment or suspension shall result in rejection of the bid or offer or cancellation of a contract. The Governor's Office for Children, Youth and Families also may exercise any other remedy available by law.
- XXXVIII. Restrictions on Lobbying: The Subgrantee shall not use these funds to pay for, influence, or seek to influence any officer or employee of the State of Arizona or the federal government if that action may have an impact, of any nature, on this agreement.
- XXXIX. Fingerprinting: The provisions of A.R.S. §46-141 are hereby incorporated as provisions of this contract as they pertain to any new personnel not already covered by this requirement. When applicable, the Subgrantee shall assume the costs of fingerprint checks and may charge these costs to fingerprint its personnel. The department may allow all or part of the costs of fingerprint checks to be included as an allowable cost in a contract.

Personnel who are employed by any Subgrantee, whether paid or not, and who are required or allowed to provide services directly to juveniles shall certify on forms provided by the Department of Public Safety and notarized whether they have ever committed any act of sexual abuse of a child, including sexual exploitation and commercial sexual exploitation, or any act of child abuse. This contract may be canceled or terminated if the fingerprint check or the certified form of any person who is employed by a Subgrantee, whether paid or not, and who is required or allowed to provide services directly to juveniles discloses that a person has committed any act of sexual abuses of a child, including sexual exploitation or commercial sexual exploitation, or any act of child abuse or that the person has been convicted of or awaiting trial on any of the following criminal offenses in this state or similar offenses in another state or jurisdiction.

- XL. Sectarian Requests: Funds may not be expended for any sectarian purpose or activity, including sectarian worship or instruction.
- XLI. Ownership of Information: The Governor's Office for Children, Youth and Families reserves the right to review and approve any publications funded or partially funded through this contract. All publications funded or partially funded through this contract shall recognize the Arizona Parents Commission on Drug Education and Prevention and the Governor's Office for Children, Youth and Families as the funding source.
- XLII. Counterparts: This Contract may be executed in any number of counterparts, copies, or duplicate originals. Each such counterpart, copy, or duplicate original shall be deemed an original, and collectively they shall constitute one Contract.

- XLIII. Federal Immigration and Nationality Act: The Subgrantee shall comply with all federal, state and local immigration laws and regulations relating to the immigration status of their employees during the term of the contract. Further, the Subgrantee shall flow down this requirement to all subcontractors utilized during the term of the contract. The State shall retain the right to perform random audits of the Subgrantee and subcontractor records or to inspect papers of any employee thereof to ensure compliance. Should the State determine that the Subgrantee and/or any subcontractors be found noncompliant, the State may pursue all remedies allowed by law, including, but not limited to: suspension of work, termination of the contract for default and suspension and/or debarment of the contractor.
- XLIV. E-Verify Requirements: In accordance with A.R.S. §41-4401, Subgrantee warrants compliance with all Federal immigration laws and regulations relating to employees and warrants its compliance with Section A.R.S. §23-214, Subsection A.

Exhibits:

- Exhibit A: Checklist
 - Exhibit B: Funds Requested Page
 - Exhibit C: Line Item Budget
 - Exhibit D: Budget Narrative
 - Exhibit E: Staff Overview
 - Exhibit F: GOCYF Standard Data Collection Form
 - Exhibit G: GOCYF Financial Systems Survey
 - Exhibit H: Goals and Performance Measures
 - Exhibit I: Implementation Plan
-
- Attachment A: Sample Certificate of Insurance

EXHIBIT A

Checklist

Arizona Parents Commission on Drug Education Prevention Grant Program
RFGA No. PC-DSG-12-2182-00

Name of Organization: _____

Applications missing exhibits, solicitation amendments, financial documents, and any stated requirements presented in this RFGA shall be deemed non-responsive. Non-responsive applications are not susceptible for award and shall not be evaluated.

Checklist:

Use the following list to make sure your Request for Grant Application for the Parents Commission on Drug Education and Prevention Program is complete and meets the requirements specified in this request for grant applications:

- ☐ **One (1) original document marked “ORIGINAL”, and eight (8) additional copies.**
- ☐ Completed and signed Offer and Acceptance Form (SPO form 203).
- ☐ Page numbers are included on all pages, in sequence and a table of contents is included with page numbers referenced.
- ☐ Solicitation Amendment(s), signed and submitted, if issued.
- ☐ Most recent IRS 501(c)(3) tax exempt letter, if your organization is a non-profit.
- ☐ Project Executive Summary.
- ☐ Checklist, signed and attached, Exhibit A.
- ☐ Funds Requested Page, completed, signed and attached, Exhibit B.
- ☐ Line Item Budget, completed, signed and attached, Exhibit C.
- ☐ Budget Narrative for requested amount completed and signed, and attached, Exhibit D.
- ☐ Program narrative.
- ☐ Staff Overview, completed and attached, Exhibit E. Resumes and/or job descriptions and Organization Chart.
- ☐ Standard Data Collection Form, completed and attached, Exhibit F.
- ☐ Financial Systems Survey, completed and attached, Exhibit G.
- ☐ Goals and Performance Measures, completed and attached, Exhibit H.
- ☐ Implementation Plan, completed and attached, Exhibit I.

- ☐ If your organization is subject to the requirements of the A-133 Single Audit Act, submit two copies of your organization's most recently completed A-133 Single Audit with the Management Letter, Findings and Questioned Costs.

OR:

If your organization is not subject to A-133, submit two copies of the most recently completed audited financial statements with the Management Letter, Findings and Questioned Costs.

OR:

If your organization does not have a recently completed audit, attach the most recently prepared financial statements including a Balance Sheet, Income Statement, Statement of Cash Flows along with a description of the source of the documents.

- ☐ Applications should be in twelve point font or larger, single-spaced, with one inch margins or wider and single sided, NOT duplexed.
- ☐ All documents requiring signatures should have **ORIGINAL** signatures.
- ☐ Do **NOT** bind your application in spiral binders or in 3-ring notebooks. Please submit your applications either stapled in the upper left-hand corner or use a binder clip.
- ☐ When submitting your application, ensure your organization name and the Request for Grant Application Number **PC-DSG-12-2182-00** is **CLEARLY** marked on the outside of the **SEALED** envelope/package.
- ☐ All applications are date stamped by the time clock in the Governor's Office for Children, Youth and families, 1700 W. Washington, Suite 101, Phoenix, AZ 85007.
 - It is the responsibility of each applicant to ensure their application is delivered to the Governor's Office for Children, Youth, and Families **by the due date and time**. Allow for such contingencies as heavy traffic, weather, directions, parking, security, etc. Verify that your express delivery service provider delivers packages directly into Suite 101.
 - Applicants are cautioned not to rely on next day U.S. Postal mail services. Mail sent to the Governor's Office for Children, Youth and Families is filtered through the Arizona Department of Administration. The GOCYF is not responsible for packages delivered to locations other than the Governor's Office for Children, Youth and Families, 1700 W. Washington, Suite 101, Phoenix, AZ 85007.

The point of contact concerning this application is referenced on the Offer and Acceptance Form.

Signature by the Point of Contact for Application

Job Title _____

GOCYF Staff Use Only

Name: _____ Date _____

Job Title _____

EXHIBIT B

Funds Requested Page

2. The offeror must state a firm, fixed total guaranteed not-to-exceed amount of funds requested for The Arizona Parents Commission on Drug Education and Prevention Grant Program.

\$_____Total Funds Requested

3. Are you submitting this application for your proposed program as a faith-based organization?

☐ YES ☐ NO

4. Are you submitting this application for your proposed program under the rural, tribal or urban/county category? Each organization applying to the Arizona Parents Commission on Drug Education and Prevention Grant Program can apply for ONLY ONE category.

☐ RURAL ☐ TRIBAL ☐ URBAN/COUNTY/STATEWIDE

5. What is the target population for your proposed program?

TARGET POPULATION:_____

6. What number of participants will be served through this program?

NUMBER TO BE SERVED:_____

7. What is the focus of the program (check all that apply)?

☐ Prescription Drug Abuse Prevention

☐ Underage Drinking Prevention

☐ Marijuana/Synthetic Marijuana Abuse Prevention

☐ Methamphetamine Abuse Prevention

☐ Parent Education Program (Must include a substance abuse prevention component)

8. Is your proposed program an expansion and/or enhancement to an established program?

☐ YES ☐ NO

Authorized Signature_____Date_____

Job Title _____

EXHIBIT C

SAMPLE Line Item Budget

List all resources that will be needed to implement and administer the strategies/approaches. These resources may involve curriculum, supplies, space, equipment, etc. This exhibit is provided as an example only. While you must use this format, you may reproduce it with Word Processing or Spreadsheet software. Limit your budget line items to the following categories: Personnel, Fringe Benefits, Contracted/Professional Services, Travel (In-State/Out of State), Pass-Thru, Other Operating Expenses and Administrative/Indirect Costs. **Please round budget category totals to the nearest dollar. Budget period: July 1, 2011 – June 30, 2012**

Budget Category	Line Item	Requested Funds	Total Cost
Personnel	Project Director, Bob Williams, 75%, 12 months, (\$45000 X .75 = \$33750)	\$33,750	\$33,750
	Project Specialist, Linda Smith, 25%, 12 months, (\$35000 x .25 = \$8750)	\$8,750	\$8,750
Fringe Benefits	Agency Rate (18%)- Budget narrative should provide calculation of how agency rate was determined. (42,500 x .18 = \$7650)	\$7,650	\$7,650
Contracted/Professional Services	Evaluation – Program Evaluation (GHJ Evaluation, Inc.) Provide Rate X Hour Calculation if Applicable.	\$1,000	\$1,000
In-State Travel	Linda Smith to attend program related workshop in Tucson (200 miles x .445/mile)	\$89	\$89
Out of State Travel	Bob Williams to attend mandatory training in Los Angeles, CA (Hotel \$129/night x 1 night; Per Diem \$44/day x 1 day; Airfare \$200)	\$373	\$373
Pass-Thru	Please see narrative.		
Other Operating Expenses	Postage (\$100/month x 12 months for monthly flier)	\$1,200	\$1,200
	Telephone for Bob Williams (\$90/month x 12 months)	\$1,080	\$1,080
Administrative/Indirect Costs	Please see narrative.		
Total		\$53,892	\$53,892

*As shown, a line item budget justification for each component **MUST** be included in the application that describes the procedure for determining the cost of budget categories. Detail in the line item budget narrative strengthens applications. See the following page for budget narrative format.

Authorized signature

Date

EXHIBIT D

SAMPLE Budget Narrative

The purpose of the budget narrative is to provide greater detail on the budget line items and the requested amounts. The budget narrative should explain the criteria used to compute the budget figures on the budget form. Please verify that the narrative and budget form correspond and the calculations and totals are accurate.

Personnel: Include information such as position title(s), name of employee (if known), annual salary, time to be spent on this program (hours or %), number of months assigned to this program, etc. If you need additional fiscal personnel to manage this grant, include those costs also. Provide the calculation used to determine the requested funding amount for each individual (i.e. Bob Williams \$45000 Annual Salary x .75 FTE = \$33,750).

All organizations that receive State funds are required to maintain appropriate documentation to support salaries and wages (Personal Activity Reports, Time and Effort Reports, Certifications, etc.) All organizations will be monitored to assure compliance with this requirement.

Fringe Benefits: Provide a list of the fringe benefit costs and their respective percent of salary (See example below). Indicate any special rates for part-time employees, if applicable. Explain how the benefits for each position were determined.

Example list:

Fringe Benefit	Percent of Salary
Payroll Tax	.094
Worker's Comp	.020
Medical and Dental Insurance	.066
Total Fringe Benefit Rate	.18

Contracted Services/Professional Services: If contracted services/professional services are proposed in the budget, define how the costs for these services were determined and provide justification for the services related to the project. This category includes Evaluation Services. Information for Evaluation Professional Services should include who will be performing the evaluation, the type of work to be performed, and a listing of all applicable rates. Provide the units x rate calculation to show how the requested funding amount was determined (i.e. 20 Hours x \$50/hr = \$1,000). Explain how all contracts will be procured. The Subgrantee will be required to submit a copy of the executed contract before any related costs will be reimbursed.

Travel: Subgrantees will be required to follow the State of Arizona Travel Policy reimbursement rates, located at <http://www.gao.az.gov/travel/default.asp>. Include a detailed breakdown of the travel costs (i.e. lodging, mileage, per diem, etc.) Indicate the location(s) of travel, the justification for travel as it relates to the program, and how many employees will attend.

Pass Through/Subgrants: In the event that this application represents a collaboration and the Applicant will be utilizing other Subgrantees to perform various components of the program, include the Subgrantee name, the work the Subgrantee will perform, the dollar limit of the

subgrant and how it was determined, and the term of the subgrant). Also include monitoring policies that will be utilized to assure compliance.

Supplies and Operating Expenses: List the supplies and other operating expenses and justify the need for the items. Identify the monthly cost for re-occurring expenses (i.e. rent, utilities, general office supplies, printing, etc.) If building rent is requested, please indicate the method used to allocate the appropriate amount of rent to the program. Provide the item cost for infrequent purchases (i.e. telephone unit, registration fee, training cost, etc.). All purchases should be made according to the Applicant’s written procurement policy, which is subject to GOCYF review and approval.

Administrative/Indirect Costs: Administrative costs are the general or centralized expenses necessary for the overall administration of an organization. Administrative costs do not include particular project costs. For the purposes of this grant, Subgrantees may be permitted an allocation for administrative costs under one of the following:

Scenario A: Administrative Costs: If the Applicant does not have a federally approved indirect cost rate, the Applicant may include an allocation for administrative costs for up to 10% of the total direct funds requested.

Provide a list of the Applicant’s requested administrative costs items and the corresponding cost of each item. Also, include a copy of the written allocation policy for these costs.

Indirect costs are costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project. The cost of operating and maintaining facilities, depreciation, and administrative salaries are examples of the types of costs that are usually treated as indirect.

Authorized Signature _____ Date _____

Job Title _____

EXHIBIT E

Staff Overview

Describe staff accountabilities and qualifications - both programmatic and fiscal. List how much time each person will spend on the project. Please note if personnel are working on the grant but will be funded by other sources. This form may be reproduced with word processing software or another form may be created that contains all the information requested.

In addition, attach the following:

- **Resumes for key individuals (your fiscal person is a key individual) involved in the project or job descriptions for positions to be filled.**
- **An organization chart for the project.**

STAFF MEMBER	BACKGROUND AND EXPERTISE OF STAFF
Name: Title: What percent of time will be spent on this project:	
Name: Title: What percent of time will be spent on this project:	
Name: Title: What percent of time will be spent on this project:	
Name: Title: What percent of time will be spent on this project:	
Name: Title: What percent of time will be spent on this project:	

EXHIBIT F

Governor's Office for Children, Youth and Families Standard Data Collection Form for the Grant Management Information System (GIMS)

A. Fiscal Agency Information:

Agency Name _____	Contact Person _____
Address _____	Position _____
Address _____	Email _____
City, State, Zip _____	Phone _____ x _____ Fax _____
County _____	
Contract Signer _____	Position _____
Address _____	Email _____
Address _____	Phone _____ x _____ Fax _____
City, State, Zip _____	County _____
Employer Identification Number: _____	DUNS Number: _____
Agency Classification: _____ State Agency _____ County Government _____ Local Government _____ Schools _____ Tribal _____ Faith Based _____ Non-Profit _____ Other _____	

Have you previously conducted business with the State using this EIN: **Y** **N**. If **NO**, please go to the following website, download the State of Arizona Substitute W-9 Form and submit with your application. <http://www.gao.state.az.us/onlineforms>

In which Congressional (Federal) District is your agency? Enter District # _____
<http://www.azredistricting.org> (click on Final Maps)

In which Legislative (State) District is your agency? Enter District # _____
<http://www.azredistricting.org> (click on Final Maps)

Approximately how much FEDERAL funding will your organization expend in your current fiscal year? \$ _____

What is your organization's fiscal year-end date? _____

Accounting Method: _____ Cash _____ Accrual _____ Modified

Is your organization subject to the requirements of an annual independent audit in accordance with OMB Circular A-133? **Y** **N**

Please provide contact information of the audit firm conducting your audit:

Agency _____
Address _____
Phone Number _____

B. Program Agency Information:

Agency Name _____

Contact Person _____

Address _____

Position _____

Address _____

Email _____

City, State, Zip _____

Phone _____ x _____ Fax _____

County _____

B. Proposed Program Information / Description:

Amount requesting: _____

Service area of proposed program: _____

Target population of proposed program: _____

Number of participants to be served: _____

Please provide a **brief** description of the **proposed program** in 1 or 2 paragraphs.

EXHIBIT G

Governor's Office for Children, Youth and Families

Financial Systems Survey

Name of Applicant: _____

Please answer every question by filling in the circle next to the correct answer. Attach materials and document comments as required.

As stewards of federal and state funds, the Governor's Office for Children, Youth and Families awards funds to organizations (regardless of how small or large) that are both capable of achieving project goals/objectives and upholding their responsibility for properly managing funds as they achieve those objectives.

This survey will be used primarily for initial monitoring of the organization. This survey may also be used in evaluating the financial capability of the organization in the award process. Deficiencies should be addressed for corrective action and the organization should consider procuring technical assistance in correcting identified problems.

A. GENERAL INFORMATION

1. Has your organization received a Federal or State Grant within the last two years?	<input type="radio"/> YES <input type="radio"/> NO
2. Is your organization subject to the requirements of the A-133 Single Audit Act? If yes, please attach a complete copy of your A-133 Audit, including, but not limited to, your Management Letter, Findings and Questioned Costs.	<input type="radio"/> YES <input type="radio"/> NO
3. If your organization is not subject to the A-133, have your financial statements been audited, reviewed or compiled by an independent Certified Public Accountant within the past two years? If yes, please attach a complete copy of the most recent audited, reviewed or compiled financial statements. If no, please attach a copy of the most recently prepared financial statements including a balance sheet, income statement, statement of cash flows and a description of the source of the documents.	<input type="radio"/> YES <input type="radio"/> NO
4. Please attach a schedule showing the TOTAL federal funds (by granting agency) expended by your agency for the most recent fiscal year. Note: If your organization had an A-133 Single Audit, a copy of the "Schedule of Expenditures for Federal Awards" can be submitted	
5. Has your organization received funding from the Governor's Office for Children, Youth and Families within the past two years? If yes, specify the grant contract numbers: _____ _____ _____ _____	<input type="radio"/> YES <input type="radio"/> NO
6. Has your organization been granted tax-exempt status by the Internal Revenue Service?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
7. If you answered YES to question #6, under what section of the IRS code? O 501 C (3) O 501 C (4) O 501 C (5) O 501 C (6) O Other. Specify: _____	
8. Does your organization have established policies related to salary scales, fringe benefits, travel reimbursement and personnel policies?	<input type="radio"/> YES <input type="radio"/> NO

B. FUNDS MANAGEMENT

1. Which of the following describes your organization's accounting system?	<ul style="list-style-type: none">○ Manual○ Automated○ Combination
2. How frequently do you post to the General Ledger?	<ul style="list-style-type: none">○ Daily○ Weekly○ Monthly○ Other
3. Does the accounting system completely and accurately track the receipt and disbursements of funds by each grant or funding source?	<ul style="list-style-type: none">○ YES○ NO
4. Does the accounting system provide for the recording of actual costs compared to budgeted costs for each budget line item?	<ul style="list-style-type: none">○ YES○ NO
5. Are time and effort distribution reports maintained for employees working fully or partially on state or federal grant programs which account for 100% of each employee's time?	<ul style="list-style-type: none">○ YES○ NO
6. Is your organization familiar with Federal Cost Principles (i.e. 2 CFR 220, 2 CFR 225, and 2 CFR 230)?	<ul style="list-style-type: none">○ YES○ NO
7. How does your organization plan to charge common/indirect costs to this grant? NOTE: Those organizations using an indirect cost plan/rate need to attach a copy of the methodology and calculations in determining the rate.	<ul style="list-style-type: none">○ Direct Charges○ Utilizing an Indirect Cost Allocation Plan or Rate

C. INTERNAL CONTROLS

1. Are duties of the bookkeeper/accountant segregated from the duties of cash receipt or cash disbursement?	<ul style="list-style-type: none">○ YES○ NO
2. Are checks signed by individuals whose duties exclude recording cash received, approving vouchers for payment and the preparation of payroll?	<ul style="list-style-type: none">○ YES○ NO
3. Are all accounting entries and payments supported by source documentation?	<ul style="list-style-type: none">○ YES○ NO
4. Are cash or in-kind matching funds supported by source documentation?	<ul style="list-style-type: none">○ YES○ NO
5. Are employee time sheets supported by appropriately approved/signed documents?	<ul style="list-style-type: none">○ YES○ NO
6. Does the organization maintain policies that include procedures for assuring compliance with applicable cost principles and terms of each grant award?	<ul style="list-style-type: none">○ YES○ NO

D. PROCUREMENT

1. Does the organization maintain written codes of conduct for employees involved in awarding or administering procurement contracts?	<ul style="list-style-type: none">○ YES○ NO
2. Does the organization conduct purchases in a manner that encourages open and free competition among vendors?	<ul style="list-style-type: none">○ YES○ NO
3. Does the organization complete some level of cost or price analysis for every major purchase?	<ul style="list-style-type: none">○ YES○ NO
4. Does the organization maintain a system of contract administration to ensure Subgrantee conformance with the terms and conditions of each contract?	<ul style="list-style-type: none">○ YES○ NO
5. Does the organization maintain written procurement policies and procedures?	<ul style="list-style-type: none">○ YES○ NO

E. CONTACT INFORMATION

Please indicate the following information. In the event that the Governor's Office for Children, Youth and Families has questions about this survey, this individual will be contacted.

Prepared By: _____

Job Title: _____

Date: _____

Phone/Fax/Email: _____

F. CERTIFICATION

I certify that this report is complete and accurate, and that the Subgrantee has accepted the responsibility of maintaining the financial systems.

Signature

G. COMMENT AND ATTACHMENTS

Please use the space below to comment on any answers in Sections A – D. Please indicate the Section and Question # next to each comment.

Number of Attachments (please number each attachment): _____

COMMENTS:

EXHIBIT H

Goals and Performance Measures

In the table below, state the goal(s) that will address the identified problem/need.

Goal 1	
Goal 2	
Goal 3	

In the table below provide at least two output and two outcome measures. The selected performance measures must demonstrate results of the expansion and/or enhancement, not the entire program.

ACTIVITY	PERFORMANCE MEASURE	DEFINITION	OBJECTIVE	GOAL # (Goal must be listed in above table)	EXPLAIN HOW THE PERFORMANCE MEASURE DEMONSTRATES PROGRESS TOWARD THE GOAL
<i>Example:</i> Activity 1: Train program staff	Output 1: Number of hours of program staff training provided	The number of training hours provided to staff during the reporting period. Training includes in-house and external trainings.			
	Outcome 1: Number and percent of parents exhibiting desired change in parenting skills	The number and percent of parents who have exhibited a desired change in parenting skills during the reporting period. Self-report or staff ratings are the most likely data			

		<i>sources.</i>			
Activity 2:	Output 2:				
	Outcome 2:				

EXHIBIT I

Implementation Plan

The following form may be reproduced with word processing software or another form may be created that contains all the information requested. Sequentially list the key tasks and activities needed to implement the strategies/approaches including timelines and responsibilities as they relate to the achievement of the task. In the final column, list how the effectiveness of the implementation will be measured (e.g. number of participants attending/completing, participant satisfaction, adequacy of resources, timely completion of activities, etc.)

Note: In addition to listing activities necessary to implementing the strategies/approaches or proven program, include the activities necessary to implementing the sustainability plan as outlined in the *Sustainability* section.

STRATEGY	KEY TASK	ACTIVITIES	PERSON RESPONSIBLE	BY WHEN	AS MEASURED BY

Attachment A – Sample Certificate of Insurance

Prior to commencing services under this contract, the contractor must furnish the state certification from insurer(s) for coverages in the minimum amounts as stated below. The coverages shall be maintained in full force and effect during the term of this contract and shall not serve to limit any liabilities or any other contractor obligations.

Name and Address of Insurance Agency:		Company Letter:	Companies Affording Coverage:		
		A			
		B			
Name and Address of Insured:		C			
		D			
LIMITS OF LIABILITY	COMPANY LETTER	TYPE OF INSURANCE	POLICY NUMBER	DATE POLICY EXPIRES	
MINIMUM - EACH OCCURRENCE					
Bodily Injury Per Person Each Occurrence Property Damage OR Bodily Injury and Property Damage Combined		Comprehensive General Liability Form Premises Operations Contractual Independent Contractors Products/Completed Operations Hazard Personal Injury Broad Form Property Damage Explosion & Collapse (If Applicable) Underground Hazard (If Applicable)			
		Comprehensive Auto Liability Including Non-Owned (If Applicable)			
		Umbrella Liability			
		Workmen's Compensation and Employer's Liability			
		Other			

State of Arizona and the Department named above are added as additional insureds as required by statute, contract, purchase order, or otherwise requested. It is agreed that any insurance available to the named insured shall be primary of other sources that may be available.

It is further agreed that no policy shall expire, be canceled or materially changed to affect the coverage available to the state without thirty (30) days written notice to the State. This Certificate is not valid unless countersigned by an authorized representative of the insurance company.

Name and Address of Certificate Holder:

Date

Issued: _____

Authorized Representative

END OF SOLICITATION
PC-DSG-12-2182-00